



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact: Catherine Greenwood, Director of Human Resources
100 Pocono Rd., P.O. Box 5106
Brookfield, CT 06804 email: cgreenwood@brookfieldct.gov

Posting Date: February 14, 2012

Job Title: Controller
Department: Finance

Salary: Negotiable
Job Level and Rate: Non-Union

Job Description:

The Town of Brookfield is seeking candidates for the position of Controller. The Controller reports to the First Selectman and generally receives instructions from the Treasurer and Boards of Selectmen and Finance. The Controller is responsible for the management and administration of the financial affairs of the Town, utilizing their experience, skills and abilities to enhance and promote the fiscal well being of the Town. This includes, but is not limited to; supervising Finance department staff, Tax Collector and Assessor, managing various accounting systems, assuring accurate and timely data is provided for all departments, offices, boards, commissions or agencies. Attendance at various evening meetings is required. In addition, the successful candidate must plan, organize and direct all accounting and financial records for the Town and perform other duties as may be required by the Town Charter, State laws, Town ordinances or under the direction of supervisor. The candidate must balance multiple demands, work well as a team and independently, and establish and maintain effective working relationships.

EXPERIENCE AND EDUCATION

A Bachelor's degree in accounting, public administration, business, finance, or other related field from an accredited college or university; in addition, five years' experience in a Municipal environment where there is demonstrated progressive experience in financial management is required. A Master's degree, certification as a Government Finance Officer or CPA is preferred; knowledge of GASB experience a plus. Candidates must have experience managing a broad and diverse financial organization, preferably at the director level. The ideal candidate will have experience in budget development, public capital financing, cash management and investment, fiscal policy development and analysis, fiscal trend forecasting, rate modeling, information technology, general accounting and financial reporting. The preferred candidate will have strong leadership skills, demonstrated customer services skills and have demonstrated the ability to build and maintain strong relationships with the community, employees and other agencies.

COMPENSATION

The Town of Brookfield has established a competitive salary range based on the candidate's experience. The Town offers an excellent benefit package, including medical, dental, and life insurance coverage for employees and their dependants. Town employees are covered under a retirement pension plan.

APPLICATION PROCESS

Please submit a cover letter including salary requirements and resume/and or application to Catherine Greenwood, Director of HR, Town of Brookfield, 100 Pocono Road, Brookfield, CT 06804 or fax to (203)-775-4068 or email to: cgreenwood@Brookfieldct.gov.

The Town of Brookfield is an EEOE.